

PROCEDURES FOR CLASS REGISTRATION

CLASSES OF 2011, 2012, and 2013 ONLY

NOTE: PRM STUDENTS WILL INPUT COURSES INTO POWER SCHOOL AT SCHEDULING CONFERENCES ON 3/23 + 3/24

Class Registration



Using the Class Registration page in PowerSchool , students and their parents can manage their course requests. **LOG ONTO POWER SCHOOL – <http://powerschool.kinnelon.org/public>**
-- ENTER USER NAME + PASSWORD

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

1. On the main menu, click **Class Registration**. The Class Registration page appears.

Note: A **Note** icon appears if the course contains prerequisite notes. Click to view.

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.

THE FOLLOWING INFORMATION WILL APPEAR:

COURSE NAME, COURSE #, CREDITS, and PREREQUISITE NOTES

SELECT THE COURSE WHICH CORRESPONDS TO TEACHER RECOMMENDATION

3. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: A red exclamation mark appears if courses need to be selected for an area.

4. Repeat Step 2 through Step 3 for each course request.
5. Click **Submit**. The [Course Requests page appears.]

View Course Requests

How to View Course Requests

1. On the main menu, click **Class Registration**. The Class Registration Page appears.